

LIVINGSTON UNION SCHOOL DISTRICT

October 12, 2017

**REGULAR BOARD MEETING
District Board Room
922 B Street, Livingston**

**Closed Session: 5:30 P.M.
Public Session: 6:00 P.M.**

AGENDA

I. CALL OPEN SESSION TO ORDER

Identify Closed Session Items and adjourn to Closed Session. The public may comment on closed session items prior to adjournment into Closed Session. The period for public comments is limited to 15 minutes. The maximum for any one speaker is 3 minutes and are requested to state their name for the record.

II. CLOSED SESSION (DISTRICT OFFICE CONFERENCE ROOM)

A. Superintendent's Evaluation

B. Conference with Labor Negotiator

District Negotiator: Superintendent, Andrés Zamora
Employee Organization(s): LETA

III. RECONVENE TO OPEN SESSION

The Board will reconvene in the District Board Room at 6:00 P.M.

IV. PLEDGE OF ALLEGIANCE

V. REPORT AND/OR ACTION OF CLOSED SESSION ITEMS

The Board will briefly report and/or take action on items discussed in closed session.

VI. PUBLIC COMMENTS

The public is invited to address the Board at this time on matters not on the agenda but within the Board's jurisdiction. In accordance with the Brown Act, the Board is unable to hold discussion or take action at this time but may refer the issues for further consideration. The period for public comments is limited to 15 minutes. The maximum for any one speaker is 3 minutes and are requested to state their name for the record.

If the public wishes to speak on a specific item listed on the agenda, we ask that you please complete a "Request to be Heard" card and present it to the Superintendent's secretary before your item of interest is presented. The Board President will invite you to speak on the agenda item prior to Board deliberation. In the interest of time and order, each speaker is limited to 3 minutes with a maximum of 15 minutes per agenda item.

VII. CORRECTIONS TO AND APPROVAL OF AGENDA

VIII. REPORTS, SPECIAL PRESENTATIONS, SHOWCASES, AND RECOGNITIONS

- A. Superintendent's Reports and Updates

IX. CONSENT AGENDA

Items listed under Consent Agenda are considered to be routine administrative functions and are acted on by the Board of Education in one motion and one vote. Any item under the Consent Agenda may be discussed; however, if the item needs further clarification and discussion, it may be removed from the Consent Agenda at the request of a Board Member or the Superintendent, and considered separately. Information concerning the following items has been provided to the Board for study prior to the Board meeting and is available upon request from the Superintendent's office at 922 B Street. It is understood that the Superintendent recommends approval of all consent items, unless otherwise noted.

- A. Approval of September 14, 2017 Regular Meeting Minutes
- B. Approval of September 21, 2017 Special Meeting Minutes
- C. Approval of Warrants
- D. Approval of Designated Personnel Items
- E. Acceptance of Gifts, Grants and Bequests
- F. Acceptance of Williams Quarterly Report July 1, 2017 through September 30, 2017

X. NEW BUSINESS

A. DISTRICT LCAP UPDATE: COMPREHENSIVE SCHOOL SAFETY PLANS (LCAP GOAL 5)

The Board will be requested to approve updates to the comprehensive school safety plans for 2017-2018.

B. ANNUAL LIVINGSTON UNION SCHOOL DISTRICT FINANCING CORPORATION BOARD MEETING

The Board will adjourn from the regular meeting and conduct business of the "Livingston Union School District Financing Corporation."

1. Public Comments
2. Confirmation of Officers
3. Statement of Information – Form SI-100
4. Annual Financial Report
5. Adjournment

C. RECONVENE TO REGULAR BOARD OF TRUSTEES MEETING

The Board will reconvene as the Livingston Union School District Governing Board and conduct business of the District.

X. NEW BUSINESS, Continued

D. DISTRICT LCAP UPDATE: EARLY IDENTIFICATION/INTERVENTION FOR GRADES 6-8 (LCAP GOAL 4)

Staff will report on the district's current standing of middle school students identified for intervention, status on graduates and support services.

E. APPROVAL OF REVISED CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

The Board will be requested to approve revised bylaws for the Citizens' Bond Oversight Committee.

F. CHARACTER EDUCATION MONTH: RESOLUTION NO.6—2017/2018

The Board will be requested to adopt a resolution in support of Character Education Month, October 2016.

G. RED RIBBON WEEK: RESOLUTION NO.7—2017/2018

The Board will be requested to adopt a resolution in support of Red Ribbon Week, promoting a drug-free community.

H. BOARD POLICY ADOPTION: BP/AR 5113.1 "CHRONIC ABSENCE AND TRUANCY"

The Board will be requested to adopt Board Policy 5113.1.

I. BOARD POLICY REVISION: BP/E 4040 "EMPLOYEE USE OF TECHNOLOGY"

The Board will be requested to approve revisions to BP/E 4040.

J. COMMUNICATION, INFORMATION, AND FUTURE AGENDA ITEMS

Governance team members may report on activities such as school visits, meetings, and conferences. Board members may also propose future agenda items and request special reports.

XI. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's office at 209-394-5421. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. Special Board meetings are posted 24 hours in advance, therefore, above timelines will not apply.

All documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 922 B Street, Livingston, CA during normal business hours.

LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item VIII: Reports, Special Presentations, Showcases, and Recognitions

Board Consideration: Action Information/Discussion

Enclosure(s): Calendar of Events and Enrollment Report

- A. Superintendent's Reports and Updates:** Superintendent Zamora and staff will verbally report on various "district happenings," which are not included in written reports and are of importance and of interest to the Board.

LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item IX: Consent Agenda

Board Consideration: Action Information/Discussion

Enclosure(s): September 14, 2017 Regular Meeting Minutes;
September 21, 2017 Special Meeting (Study Session) Minutes;
Warrant Register

Attachment(s): Personnel Items (pg. 2.1)
Williams Quarterly Report Summary (pg. 2.2)

- A. Approval of Minutes:** September 14, 2017 Regular Meeting Minutes
- B. Approval of Minutes:** September 21, 2017 Special Meeting (Study Session) Minutes
- C. Approval of Warrants:** Warrant Register for the month of October.
- D. Approval of Designated Personnel Items:** See page 2.1
- E. Acceptance of Gifts, Grants and Bequests:** Life Touch School Commission Program payable to Yamato Colony School, \$491.62
- F. Acceptance of Williams Quarterly Report Summary July 1, 2017 through September 30, 2017:** No complaints filed. (pg. 2.2)

Recommended Action: To approve consent agenda.

ATTACHMENT A

Livingston Union School District Consent Agenda – Personnel Items Board Meeting – October 12, 2017

Public Employees: Classified

A. Employment Approval:

1. Olivia Dominguez, Yard Duty, Campus Park, Short Term Employment, effective 9/14/17 to 6/5/18.
2. Ana Prusso, Yard Duty, Campus Park, Short Term Employment, effective 9/25/17 to 6/5/18.
3. Angelica Vera, Café Monitor, Campus Park, Short Term Employment, effective 9/20/17 to 6/5/18.
4. Melissa Magana-Flores, CDC Secretary, Prusso Child Development Center, Employment, effective 10/2/17.
5. Gabriela Roa de Razo, Café Monitor, Livingston Middle School, Short Term Employment, effective 10/2/17 to 6/5/18.

A. Resignations/Retirements:

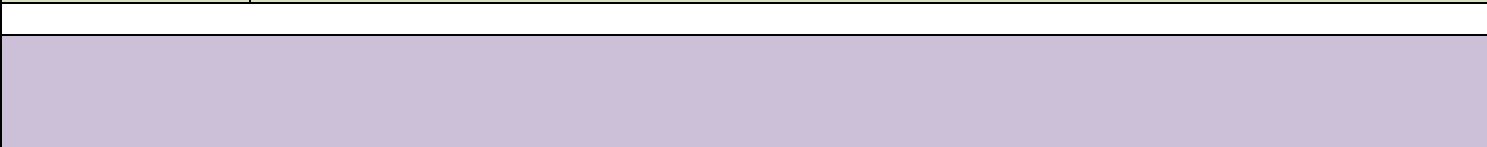
1. Maria Avila, Yard Duty, Livingston Middle School, Resignation, effective 9/15/17.

Quarterly Uniform Complaint Report Summary for Submission to Merced County Office of Education

Quarter Covered by this Report	<input type="checkbox"/> January to March	<input type="checkbox"/> April to June	<input checked="" type="checkbox"/> July to September	<input type="checkbox"/> October – December	2017
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Textbooks & Instructional Materials: Enter zero in any cell that does not apply.			Facilities			Teacher Vacancy & Misassignment			Totals		
# of complaints received in quarter	# of complaints resolved	# of complaints received in quarter	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved
0	0	0	0	0	0	0	0	0	0	0	0

Submitted by:	Maria Torres-Perez
Title:	Director of Categorical Programs and Special Projects
School District:	Livingston Union School District
Telephone:	(209) 394-5430



LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item X, A: District LCAP Update: Comprehensive School Safety Plans (LCAP Goal 5)

Board Consideration: Action Information/Discussion

Enclosures(s): Updates to the Comprehensive School Safety Plans

Background

Last year, the district partnered with Emergency Preparedness Group, Inc. (EPG) to assess and evaluate safety vulnerability at each of our school campuses; implement safety and emergency trainings; and establish measures to ensure accountability and safety at the highest level. Such measures included the development and adoption of the Comprehensive School Safety Plans.

Discussion

Districts are required to annually review and update school safety plans. Each school site has updated their plans and no substantial changes were made to the plans safety procedures. The District affirms that in addition to standard revisions of position titles, dates, school rosters, etc., updates were made to specific sections of the plan (enclosed).

Please note, for the safety and privacy of our schools and staff, sections of the updates are not publicly disclosed.

John Ortega of Emergency Preparedness Group, Inc. will present a brief overview of safety measures completed thus far and answer any questions from the Board.

Recommended Action

To approve the updates to the Comprehensive School Safety Plans for each school site.

LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item X, B: Annual Livingston Union School District Financing Corporation Board Meeting

Board Consideration: Action Information/Discussion

Attachment(s): 2017 Statement of Information Form (SI-100) (pg. 5.1)

Background

In 1999, the Board approved the formation of the "Livingston Union School District Financing Corporation" and sold Certificates of Participation (COP) in the amount of \$5,090,000 to help finance the construction of the Livingston Middle School.

Corporations are required to meet at least once annually to confirm the designation of the officers and to conduct the official business of the organization as needed and required. The Board of Trustees sits as the Board of Directors of the Corporation.

The Board will begin the meeting as follows:

1. Public Comments

The Board will open the meeting and allow for public comments. In the interest of time and order, the period for public comments is limited to 10 minutes.

2. Confirmation of Officers

In accordance with the bylaws of the corporation, individuals who act as the members of the Board of Trustees of the Livingston Union School District shall constitute the Board of Directors of the Corporation, and each member of the Board of Trustees of the District shall be and remain a member of the Board of Directors of the Corporation for so long as such member remains a member of the Board of Trustees of the District. The President of the Board of Trustees shall be the President or Chief Executive Officer of the Corporation. The Secretary to the Board of Trustees shall be the secretary of the Corporation. Lastly, the Director of Fiscal and Business Services of the District shall be the Chief Financial Officer of the Corporation.

Recommended Action:

To confirm the officers of the Livingston Union School District Financing Corporation as follows: Chief Executive Officer, Vernon Boyd; Secretary, Andrés Zamora; and, Chief Financial Officer, Sara Crawley.

LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item X, B: Annual Livingston Union School District Financing Corporation Board Meeting, Continued

Board Consideration: Action Information/Discussion

Attachment(s): 2017 Statement of Information Form (SI-100) (pg. 5.1)

3. Statement of Information - Form SI-100

The Statement of Information is filed with the State of California every odd-numbered year and when changes are necessary. This year the corporation is required to file. A copy of the form to be filed with the State is attached.

Recommended Action:

To approve the filing of the SI-100 form with the State of California as proposed.

4. Annual Financial Report

For this fiscal year, the COP beginning principal balance is \$2,446,939.38. A principal payment of \$299,158.16 plus \$65,971.02 for interest is scheduled to be made this year. This will leave an ending balance of \$2,147,781.22 for 2017-2018.

Chief Financial Officer, Sara Crawley will recap on the principal balance and payments and answer any questions from the Board.

5. Adjournment

The Board will adjourn the meeting of LUSD's Financing Corporation.



Secretary of State
Statement of Information
 (California Nonprofit, Credit Union and
 General Cooperative Corporations)

SI-100

IMPORTANT — Read instructions **before completing this form.**

Filing Fee – \$20.00;

Copy Fees – First page \$1.00; each attachment page \$0.50;
 Certification Fee - \$5.00 plus copy fees

1. Corporation Name (Enter the **exact** name of the corporation as it is recorded with the California Secretary of State)

Livingston Union School District Financing Corporation

This Space For Office Use Only

2. 7-Digit Secretary of State File Number

C2177952

3. Business Addresses

a. Street Address of California Principal Office, if any - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
922 B Street	Livingston	CA	95334
b. Mailing Address of Corporation, if different than item 3a	City (no abbreviations)	State	Zip Code

4. Officers The Corporation is required to enter the names and addresses of **all three** of the officers set forth below. An additional title for Chief Executive Officer or Chief Financial Officer may be added; however, the preprinted titles on this form must not be altered.

a. Chief Executive Officer/	First Name	Middle Name	Last Name	Suffix
	Vernon		Boyd	
Address		City (no abbreviations)	State	Zip Code
922 B Street		Livingston	CA	95334
b. Secretary	First Name	Middle Name	Last Name	Suffix
	Andres		Zamora	
Address		City (no abbreviations)	State	Zip Code
922 B Street		Livingston	CA	95334
c. Chief Financial Officer/	First Name	Middle Name	Last Name	Suffix
	Sara		Crawley	
Address		City (no abbreviations)	State	Zip Code
922 B Street		Livingston	CA	95334

5. Service of Process (Must provide either Individual **OR** Corporation.)

INDIVIDUAL – Complete Items 5a and 5b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation)	Middle Name	Last Name	Suffix
Andres		Zamora	
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
922 B Street	Livingston	CA	95334

CORPORATION – Complete Item 5c only. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) – Do not complete Item 5a or 5b

6. Common Interest Developments

Check here if the corporation is an association formed to manage a common interest development under the Davis-Sterling Common Interest Development Act (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). See Instructions.

7. The information contained herein, including in any attachments, is true and correct.

10-12-17 Andres Zamora Secretary
 Date Type or Print Name of Person Completing the Form Title Signature

LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item X, C: Reconvene to Regular Board of Trustees Meeting

Board Consideration: Action Information/Discussion

Enclosure(s): None

The Board will reconvene as the Livingston Union School District Governing Board and conduct business of the District.

LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item X, D: District LCAP Update: Early Identification/Intervention for Grades 6-8 (LCAP Goal 4)

Board Consideration: Action Information/Discussion

Enclosure(s): LMS Graduation Report – Board Update

Background

It is Livingston Union School District's priority to ensure students leaving eighth grade are prepared and ready to succeed in high school and beyond. Since the decrease in graduation rates in 2015, the Governing Board has made it a priority to establish measures of supporting students in meeting middle school requirements.

Discussion

The district's policy on graduation requirements was refined to include support systems for middle school students. Staff has implemented number of steps in supporting student success including monitoring of students' progress, identifying and supporting students at risk, providing resources and early interventions and engaging parents. As a result, eighth grade graduation rates increased in 2016 to 94% and to 95.9% in 2017. Livingston Middle School will continue its efforts of preparing future ready students.

Staff has submitted a written report on the district's current standing of 8th grade graduates and current support services offered for LMS students.

Recommended Action

Presented for information and discussion. No action required.

Livingston Middle School

Graduation Report-Board Update

Victoria Bradshaw, Principal - October 2, 2017

History on Graduation Rates

Year	Graduates	Non Graduates	Graduation Percentage Rate
2017	280	12	95.9%
2016	292	19	94
2015	222	61	78
2014	223	47	83

There are currently 284 eighth grade students enrolled at Livingston Middle School. Eighth grade students are determined to be at-risk for not meeting academic graduation requirements, if after attending Summer Academy they are still deficient 1 or more credits.

2017-2018 Graduation Goal: Graduation rate will be 95% or higher.

The following tables display detailed information on our 8th grade at-risk students.

At-Risk Student Profile									
	All	EL	Special Ed	Home and Hospital	Male	Female	Summer School Credit	Non-Grad	Eligible to Graduate
#	43	10	1	0	24	19	22	5	38
Total Failing Grades of At-Risk Students at 1st Trimester Progress Reporting									
	Math	Science	History	ELA	Elective/P.E.		Total		
# Failing in subject area	11	2	6 2 - DLA History	16	0 - AVID 0 - DLA Enrichment 0 - ELD		37		

Challenges for At-Risk Students at Livingston Middle School

Students who are at-risk for not meeting graduation requirements at LMS have challenges in obtaining credit in core classes. They may also have challenges as English Language Learners or be lacking in math or other language skills. Over half students who are at-risk have participated in Summer Academy to recover class credits. Some students who are at-risk may also have trouble engaging in classroom learning or connecting to school activities due to poor grades. This lack of connection might result in less class participation, increased behavior challenges and or class absences or tardiness.

Our Approach to Addressing Challenges

At LMS, we want our students to be engaged in classroom lessons and connected to school activities before, during and after school. We want students to find their passion and/or niche at our school in order to feel that they are a part of our learning community. We want our students to know that they have a multi-level system of support (intervention, clubs, engaging lessons, school counselors, etc.) that can help them succeed. At the forefront of our goals is student learning. Therefore, students can choose from different types of opportunities to engage their interests and increase their connection to the school environment.

Students are able to connect with clubs such as BIONIC, SPARK, Club LIVE, Friends of Rachel, Robotics, Coding and Math. Students also participate in activities during lunch time and after school with BIONIC Club and Student Leadership. School counselors are also available to meet with students when needed and are currently offering classroom guidance classes in areas such as goal-setting, peer relationships and conflict resolution. Through our PBIS team we are implementing strategies to support positive behavior in the classroom and school-wide and promote school attendance with weekly recognition and special student activities. In addition to continue with academic support, students can also get help with homework both before and after school in our library.

Support Systems

Support Systems Administered At LMS	Support Details
Summer Academy	<ul style="list-style-type: none">• Opportunity to earn up to 2 Credits.• 22 out of 43 at-risk students earned credit during the 2017 Summer Academy.• Credit was obtained by participation and attendance expectations.
Credit Recovery	<ul style="list-style-type: none">• Taught by certificated staff.• Classes will be taught during school breaks as to no limit students' access to intervention or homework help during the regular day.• Credit Recovery opportunities will be offered during Thanksgiving, Winter and Spring Breaks.
AERIES Grading System	<ul style="list-style-type: none">• Grades are updated every 3 weeks (BP 6146.5(c)) so that parents and students have up to date information on students' progress.• Students now have access to their own portal where they can have access to their progress at any time.• Continued training and support to teachers on the AERIES grading system at our site by technology support teachers.• Additional AERIES training has been provided for parents at round-up days and will be offered during parent conferences.

Counseling Support	<ul style="list-style-type: none"> • Counselors meet with 7th grade parents and students to address grades and review graduation requirements. • Student Success Plans (SSP) are developed by the counseling office when a student earns a total of three or more “F’s” during their middle school career. • Counselors will conduct classroom guidance lessons for all 6th-8th grade students to provide academic and social support.(BP 6146.5(c))
Parent Communication	<ul style="list-style-type: none"> • Students and parents receive progress reports at the mid-point of each trimester and report cards at the end of each trimester. • Students in danger of not meeting graduation requirements will be monitored by staff. (BP 6146.5(c)) <p><i>As of May 1st of a student's eighth grade year:</i></p> <ul style="list-style-type: none"> • The office will mail a certified letter to parents of students who are earning a D or below. • Eighth grade teachers will receive a list of students who are earning an F. Each teacher is responsible for contacting the parents of students who are failing in the teacher's classroom and the teacher will document the contact.(BP 6146.5(c))
Parent Conferences (October 2017, March 2018)	<ul style="list-style-type: none"> • Trimester one progress reports and trimester two report cards are distributed at parent conferences. • Written eligibility updated will be provided to all eighth grade parents by their teacher and/or a school counselor. • Parents will be notified of summer credit recovery opportunities if available at spring conferences. (BP 6146.5(c)) • Students with 2 or more credit deficiencies will be invited to the first Credit Recovery Opportunity during conferences October 2017.
Homework Help	<ul style="list-style-type: none"> • Available in library from 7:15-8:00 M-F in library. • Available 2:30-3:30, M-Th in library • Support by AVID tutors will be added after-school in October 2017. • Peer-tutors will begin in October 2017 for both sessions.
Academic Clinician Support for At-Risk Students	<ul style="list-style-type: none"> • Provide assistance with homework • Provide students with support in English Language Development (ELD) • Provide students with support on reading comprehension and analysis • Providing additional support in classes where students are struggling including: ELA, History and Math.

Continued Support

The key focus at Livingston Middle School is increasing support for teachers to engage students in effective instructional practices. 77% of our teaching staff attended voluntary professional learning dates August. Teachers created lessons in Project Based Learning, engaged in discussion on the importance of digital citizenship and previewed our district curriculum on the topic. They also

engaged in lessons facilitated by our Site Teachers for Innovative Learning and our English Language Coordinator. Teachers learned strategies for engaging, enhancing and extending learning for students using technology with podcasts, blogs, and multimedia applications. They also learned some strategies for supporting our English Language Learners. More professional development opportunities are planned for the upcoming year. All of these learning opportunities lend themselves to support our instructional focus which was revised at the end of last year. The Instructional Rounds process helps our teachers with reflecting on school-wide instructional practices. Our instructional focus is, *“Students at LMS will be provided opportunities to use technology mediums when appropriate. Students will justify their thinking or demonstrate learning individually or in groups through various modes of communication.”* This instructional focus supports different types of learners. It allows for more support of students who may not be able to always perform on a test but can certainly create a project, presentation, write a blog, create a podcast, etc. to demonstrate proficiency in a subject matter.

Finally, we also understand the importance of involving more parents. In addition to parent conferences, and 7th Grade Parent Conferences we are doing more to involve parents. We are offering more parent classes on campus, continuing Coffee Connection, Twitter updates, Daily Announcement website updates, and our Weekly Dialer. We have educational sessions planned in the following areas for parents this year, ELL Parent Education, AERIES Training, Cyber Safety, Anti-Bullying Prevention, and Suicide Prevention and Awareness.

LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item X, E: Approval of Revised Citizens' Bond Oversight Committee Bylaws

Board Consideration: Action Information/Discussion

Enclosure(s): Revised Citizens' Bond Oversight Committee Bylaw – Section 5.4 (pg. 8.1)

Background

In November 2005, the District successfully passed Measure B obtaining authorization from the District's voters to issue \$10 million in General Obligation Bonds to help fund the construction of a new elementary school or upgrade existing facilities. Pursuant to the bond measure regulations and state law, the District established a Citizens' Bond Oversight Committee (CBOC) to ensure that school bond proceeds are spent as the voters intended.

Discussion

Since the passing of the bond, CBOC members met annually to review the performance audit of the bond proceeds. Now that the Board approved the modernization projects using bond dollars, it is important to maintain an intact committee for oversight of expenditures of the bond proceeds.

Currently the CBOC bylaws state members may not serve more than two (2) consecutive terms of four years. There are four committee members with terms ending in January 2018. These members have agreed to stay on the committee until the completion of the projects and all bond proceeds have been exhausted.

The district proposes to revise Section 5.4 "Term" of the CBOC bylaws to allow the current committee members to continue their term until all bond proceeds are expended at which point the committee will be terminated. The expected date of completion is September 2018.

Recommended Action

To adopt the revised Bylaw Section 5.4 of the Citizens' Bond Oversight Committee to allow current members to continue their term.

- 4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:
- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIIA of the California Constitution.
 - (b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent.

Section 5. Membership.

- 5.1 Number. The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizen's organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member shall be a parent or guardian of a child enrolled in the District.
- One (1) member shall be both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization or school site council.
- Two (2) members of the community at-large.

- 5.2 Qualification Standards.

- (a) To be a qualified person, he or she must be at least 18 years of age and reside within the District's geographic boundary, in accordance with Government Code Section 1020.
- (b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

- 5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*). Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

- 5.4 Term. Except as otherwise provided herein, each member shall serve a minimum term of four (4) years, beginning in January or until bond funds have been expended as outlined in the ballot measure approved by voters. No member may serve more than two (2) consecutive terms.

LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item X, F: Character Education Month: Resolution No. 6—2017/2018

Board Consideration: Action Information/Discussion

Attachment(s): Resolution No. 6—2017/2018 (pg. 9.1)

Background

One of the greatest challenges parents face is how to help their children grow up to become moral people with values we cherish as members of a civilized society. While instilling values is first and foremost an obligation of families, our schools, faith and youth groups, civic and human services organizations can also play a significant role in supporting families to foster and promote good character in children. Schools can help by offering educational programs and activities that reinforce these values that help children develop good dispositions that will enable them to flourish intellectually, personally, and socially.

For many years now, LUSD has implemented the guidelines of the Character Education program through counseling services, school clubs and in classrooms. Character education is a critical component of education which is embedded in the core curriculum and the school culture on an ongoing basis. Character education should not be another add-on program, but rather a way to strengthen existing program efforts by integrating core elements throughout the curriculum.

Discussion

The month of October has historically been recognized as Character Education Month in California. By endorsing the observance of the State "Character Education Month," the Board is demonstrating its ongoing commitment to teach and reinforce in students basic civic and ethical values.

Recommended Action

To adopt Resolution No. 6, endorsing the observance of "Character Education Month."

**RESOLUTION OF THE GOVERNING BOARD OF
LIVINGSTON UNION SCHOOL DISTRICT**

RESOLUTION NO. 6—2017/2018

"Character Education Month"

October 2017

Whereas, the American heritage and laws reflect a common core of personal and social values that holds the citizens of this democracy responsible for acting morally and ethically, being actively involved in school and community, resolving differences peacefully, and respecting the rights, dignity, and property of others;

Whereas, the Livingston Union School District Board of Education believes that all educators are obliged to awaken youth to the moral and ethical values that build a fundamental strength of character;

Whereas, there are elements of character that are embedded in all curriculum frameworks, particularly the History-Social Science Framework, and further the common core of personal and social morality, a core that includes trustworthiness, respect, responsibility, fairness, caring, citizenship, civic virtue, honesty, and personal responsibility;

Now, Therefore Be it Resolved, that the Livingston Union School District Board of Education endorses the state observance of October 2017 as Character Education Month; and,

Be It Further Resolved that throughout the year, the Board of Education encourages all district schools and staff to intentionally and proactively promote effective character education activities to build students' strength of character.

The Foregoing Resolution was passed and adopted by the Board of Education of the Livingston Union School District this 12th day of October 2017.

Vernon Boyd, President

Luis Enrique Flores, Vice President

Yolanda Correia, Trustee

Anne Land, Clerk

Kanwaldeep Bains, Trustee

Andrés Zamora, Secretary/Superintendent

LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item X, G: Red Ribbon Week: Resolution No. 7—2017/2018

Board Consideration: Action Information/Discussion

Attachment(s): Resolution No. 7—2017/2018 (pg. 10.1)

Background

The Red Ribbon Campaign is now the oldest and largest drug prevention program in the nation reaching millions of young people during Red Ribbon Week.

The National Red Ribbon Campaign sponsored by the National Family Partnership was started when drug traffickers in Mexico City murdered Drug Enforcement Administration (DEA) Agent Enrique “Kiki” Camarena in 1985. This began the continuing tradition of displaying Red Ribbons as a symbol of intolerance toward the use of drugs. The mission of the Red Ribbon Campaign is to present a unified and visible commitment toward the creation of a DRUG-FREE AMERICA by embracing Camarena’s belief that one person can make a difference.

Red Ribbon is supported by the Governor, the Attorney General, Parent Teacher Associations, and many organizations throughout the State. Today, the Red Ribbon serves as a catalyst to mobilize communities to educate youth and encourage participation in drug prevention activities.

Discussion

This resolution emphasizes throughout the District and community the importance of educating our youth about the dangers associated with alcohol, tobacco, and substance abuse. Red Ribbon Week provides an opportunity for communities to come together to help stop alcohol, tobacco and other drug use among our young people by delivering a united message and by providing alternative activities. The 2017 Red Ribbon Coalition theme is “Your Future is Key, So Stay Drug Free.”

Recommended Action

To adopt Resolution No. 7—2017/2018 proclaiming October 23 – 27, 2017 as Red Ribbon Week in the Livingston Union School District.

**RESOLUTION OF THE GOVERNING BOARD OF
LIVINGSTON UNION SCHOOL DISTRICT**

RESOLUTION NO. 7—2017-2018

"Red Ribbon Week"

October 23-27, 2017

Whereas, drug abuse is one of the major challenges our Nation faces in securing a safe and healthy future for our families and children;

Whereas, the objective of Red Ribbon Week is to promote drug-free communities through drug prevention efforts, education, parental involvement, and community wide support;

Whereas, parents, youth, government, business, law enforcement, schools, religious institutions, service organizations, social services, health services, media, and the general public will demonstrate their commitment to drug-free communities by wearing and displaying red ribbons during this nationally proclaimed Red Ribbon Week; and,

Whereas, Livingston Union School District further commits resources to ensure the success of the Red Ribbon Celebration and year-round tobacco, alcohol and other drug prevention efforts;

Now, Therefore, Be It Resolved, that the Governing Board of the Livingston Union School District does hereby support the goals of Red Ribbon Week by identifying October 23-27, 2017 as RED RIBBON WEEK, and encourages its administrators, faculty, students, and parents to choose to live a drug-free life, participate in tobacco, alcohol, and other drug prevention initiatives and activities, making a visible statement that we are strongly committed to a healthy, drug-free life style.

Passed and Adopted at a regular meeting of the Governing Board of the Livingston Union School District held on October 12, 2017.

Ayes:

Absent:

Noes:

Abstain:

Vernon Boyd, President

Luis Enrique Flores, Vice President

Anne Land, Clerk

Yolanda Correia, Trustee

Kanwaldeep Bains, Trustee

Andrés Zamora, Superintendent/Secretary

LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item X, H: Board Policy Adoption: BP/AR 5113.1 “Chronic Absence and Truancy”

Board Consideration: Action Information/Discussion

Attachment(s): BP/AR 5113.1 (pgs. 11.1 – 11.10)

Background

It is a known fact that chronic absenteeism negatively impacts a student’s academic performance and is a leading indicator that a student will most likely drop out of high school. One of the District’s identified needs in Goal 3 of the LCAP is to continue to promote and improve school attendance.

Discussion

This year, the district reestablished its School Attendance Review Board (SARB) and partnered with Merced County District Attorney’s Office and the Merced County Office of Education to monitor chronic absenteeism and assist families with developing positive school attendance habits. The proposed policy defines what is considered a chronic absence or truancy based on Education Code 48260 and sets into policy procedures in identifying students and protocols for addressing such cases.

Recommended Action

To adopt Board Policy 5113.1 as proposed.

Students

BP 5113.1 (a)

CHRONIC ABSENCE AND TRUANCY

The Governing Board believes that excessive student absenteeism, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. Such data shall be disaggregated and used in the development of annual goals and specific actions for student attendance and engagement and for inclusion in the district's Local Control and Accountability Plan and other applicable school and district plans.

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5126 - Awards for Achievement)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.6 - School Health Services)

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall work with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy. He/she also may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

BP 5113.1 (b)

CHRONIC ABSENCE AND TRUANCY

(cf. 1020 - Youth Services)
(cf. 5030 - Student Wellness)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 6158 - Independent Study)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

Students who are identified as truants shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the basis for his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent or designee shall periodically report to the Board through the LCAP annual evaluation regarding the district's progress in improving student attendance rates for all students and for each numerically significant student population. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to make changes as needed.

School Attendance Review Board

In accordance with law and administrative regulation, habitual truants may be referred to a School Attendance Review Board (SARB).

The Superintendent or designee shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district; county probation department; county welfare department; county office of education; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and

CHRONIC ABSENCE AND TRUANCY

attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

1740 *Employment of personnel to supervise attendance (county superintendent)*

37223 *Weekend classes*

41601 *Reports of average daily attendance*

46000 *Records (attendance)*

46010-46014 *Absences*

46110-46119 *Attendance in kindergarten and elementary schools*

46140-46147 *Attendance in junior high and high schools*

48200-48208 *Children ages 6-18 (compulsory full-time attendance)*

48225.5 *Work permits, entertainment and allied industries*

48240-48246 *Supervisors of attendance*

48260-48273 *Truants*

48290-482967 *Failure to comply; complaints against parents*

48320-48325 *School attendance review boards*

48340-48341 *Improvement of student attendance*

48400-48403 *Compulsory continuation education*

48900 *Suspension and expulsion*

49067 *Unexcused absences as cause of failing grade*

52052 *Academic Performance Index; numerically significant student subgroups*

60901 *Chronic absence*

GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act*

PENAL CODE

270.1 *Chronic truancy; parent/guardian misdemeanor*

272 *Parent/guardian duty to supervise and control minor child; criminal liability for truancy*

830.1 *Peace officers*

VEHICLE CODE

13202.7 *Driving privileges; minors; suspension or delay for habitual truancy*

WELFARE AND INSTITUTIONS CODE

256-258 *Juvenile hearing officer*

601-601.4 *Habitually truant minors*

11253.5 *Compulsory school attendance*

Legal Reference: (continued on next page)

CHRONIC ABSENCE AND TRUANCY

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

15497.5 Local control and accountability plan template

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:

CSBA PUBLICATIONS

Attendance Awareness Month, Fact Sheet, September 2014

ATTENDANCE WORKS PUBLICATIONS

Count Us In! Working Together to Show that Every School Day Matters, 2014

The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, 2015

School Attendance Improvement Handbook, 2000

WEB SITES

CSBA: <http://www.csba.org>

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

California Department of Education: <http://www.cde.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

California School Climate, Health, and Learning Survey System: <http://www.cal-schls.wested.org>

OnTrackCA: <http://www.ontrackca.org>

Policy
adopted:

LIVINGSTON UNION SCHOOL DISTRICT
Livingston, California

LIVINGSTON UNION SCHOOL DISTRICT

Regular Board Meeting

October 12, 2017

Agenda Item X, I: Board Policy Revision: BP/E 4040 "Employee Use of Technology"

Board Consideration: Action Information/Discussion

Attachment(s): BP/E 4040 (pgs. 12.1 – 12.6)

Background

While electronic information resources offer tremendous opportunities of educational value, it is incumbent on the district to set policy and practice that deters and protects against illegal or unethical usage and reflects current laws and best practices.

Discussion

It is recommended that minor changes be made to the policy to include Google Apps Suite as a District Technology Resource (DTR) and to reflect recent legislation regarding the scope of "public records."

Recommended Action

To approve revisions to Board Policy 4040 as proposed.

EMPLOYEE USE OF TECHNOLOGY

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources for purposes related to their employment.

There is no right to privacy in the use of any electronic data transmitted through district Technology Resources (DTR), which includes all computer and information technology hardware, software, data and other resources owned operated, or leased by district including, but not limited to, computers, Electronic Communication Devices (ECD), network gear, servers, cloud-based solutions, **Google Apps Suite**, accounts, passwords, ID numbers, and applications. *Electronic Communication Devices* means any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, processing, and/or transmitting data, video/photo images and/or voice emanations. This generally includes, but it not limited to, laptops, netbooks, Chromebooks, smartphones, tablets, media players, memory sticks, and any other device with network access capabilities.

District Technology Resources shall not be used to transmit confidential information about students, employees or district operations without authority. Monitoring employee usage of these resources may occur at any time without advance notice or consent. Use of personal devices when connected to district internet access/WiFi use may also be monitored.

Online/Internet Services

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography, and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

The Superintendent or designee shall establish administrative regulations and a Responsible Use Agreement which outline employee obligations and responsibilities related to the use of DTR. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulation.

EMPLOYEE USE OF TECHNOLOGY (continued)

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources and electronic communication devices. Employees shall be required to acknowledge in writing that they have read and understand this policy, regulations and the district's Responsible Use Agreement.

*Legal Reference:*EDUCATION CODE52295.10-52295.55 *Implementation of Enhancing Education Through Technology grant program*GOVERNMENT CODE3543.1 *Rights of employee organizations*PENAL CODE502 *Computer crimes, remedies*632 *Eavesdropping on or recording confidential communications*VEHICLE CODE23123 *Wireless telephones in vehicles*23123.5 *Mobile communication devices; text messaging while driving*23125 *Wireless telephones in school buses*UNITED STATES CODE, TITLE 206751-6777 *Enhancing Education Through Technology Act, Title II, Part D, especially:*6777 *Internet safety*UNITED STATES CODE, TITLE 47254 *Universal service discounts (E-rate)*CODE OF FEDERAL REGULATIONS, TITLE 4754.520 *Internet safety policy and technology protection measures, E-rate discounts**Management Resources:*WEB SITESCSBA: <http://www.csba.org>American Library Association: <http://www.ala.org>California Department of Education: <http://www.cde.ca.gov>Federal Communications Commission: <http://www.fcc.gov>U.S. Department of Education: <http://www.ed.gov>

Policy

adopted: April 14, 1998

revised: August 14, 2014

revised: November 17, 2015

revised:

LIVINGSTON UNION SCHOOL DISTRICT

Livingston, California

RESPONSIBLE USE POLICY AND AGREEMENT
RULES AND REGULATIONS FOR
EMPLOYEE USERS OF DISTRICT TECHNOLOGY RESOURCES

1. Overview

Livingston Union School District ("District") is committed to offering District Technology Resources which enhance the educational environment and employee performance by: improving access to and exchange of information; supporting quality instructional programs; and facilitating District and school operations. This Responsible Use Policy and Agreement ("Agreement") applies to all users of District Technology Resources including District employees, contractors, consultants, temporaries, and other workers ("Users"), whether such resources are accessed on District property or remotely. In accordance with Board Policy and Administrative Regulation 4040, this Agreement sets forth the rules and regulations that all Users of District Technology Resources must follow.

This Agreement governs use of all District Technology Resources (DTR), which includes all computer and information technology hardware, software, data and other resources owned, operated, or leased by District including, but not limited to, computers, Electronic Communication Devices ("ECD"), network gear, servers, cloud-based solutions, **Google Apps Suite**, accounts, passwords, ID numbers, and applications. "Electronic Communication Devices" means any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, processing, and/or transmitting data, video/photo images, and/or voice emanations. This generally includes, but is not limited to, laptops, netbooks, Chromebooks, Smartphones, tablets, Media Players, memory sticks, and any other device with network access capabilities.

Livingston Union School District recognizes that technological resources can enhance employee performance by offering effective tools that will contribute positively to the learning environment. Negative use of technology through LUSD owned devices inside or outside of our district that degrades or defames other users, or members of our community is unacceptable. As a condition of using District technological resources, all users must adhere to the terms set forth in the District's "Employee Use of Technology" policy and this agreement.

2. Privileges

District, and not Users, owns all District Technology Resources and associated accounts, and grants Users the privilege of using such resources. As a condition of using technology and technology-based tools, each User will be held responsible for his or her own actions which affect such resources. A User who violates this Agreement will be subject to revocation or suspension of the privilege of using District Technology Resources and may be subject to appropriate discipline, up to and including dismissal, and/or applicable civil and criminal penalties.

3. Privacy and Monitoring

A. No Expectation of Privacy: There is no right to privacy in the use of District Technology Resources. In addition, Users are hereby put on notice as to the lack of privacy afforded by electronic data storage and electronic communications in general, and must apply appropriate security to protect confidential information from unintended disclosure. Electronic data including, but not

limited to, data associated with Internet use, email, text messages, and voicemail, which is transmitted through District Technology Resources may be monitored and logged. Under such conditions, the transfer of information which is intended to be confidential or personal should not be sent through or stored on District Technology Resources.

- B. District reserves the right to monitor and access information contained on its District Technology Resources under various circumstances including, but not limited to, the following:
- i. Under the California Public Records Act ("CPRA"), electronic files are treated in the same way as paper files. Public documents are subject to inspection through the CPRA. In responding to a request for information under the CPRA, District may access and provide such data without the knowledge or consent of the User.
 - ii. District will cooperate with any local, state, or federal officials investigating an alleged crime committed by any person who accesses District Technology Resources, and may release information to such officials without the knowledge or consent of the User.
 - iii. The contents of electronic communications and data accessible through District Technology Resources are subject to monitoring and may be viewed by a system administrator or designee at any time, in the course of routine maintenance, or as needed for District administrative purposes including, but not limited to, investigation of possible violations of the law, this Agreement, or other District policies or regulations, or as required by the law.
 - iv. Electronic mail systems store messages in files. These files are backed up. The contents of these files and the backed up copies are subject to disclosure as stated in the preceding paragraphs.

C. Records maintained on a private personal device or personal electronic messaging account can constitute "Public Records" if they relate in some substantive way to the conduct of the public's business. (*City of San Jose vs. Superior Court, 2017*)

4. Scope of Use

- A. District Technology Resources are to be used for District-related business, education, and administrative activities. Use of District Technology Resources and personal ECD must not interfere with the educational environment or with User job duties, performance, or responsibilities.
- B. The District network is to be used only by authorized Users for authorized purposes.
- C. Responsible and Irresponsible Use: Users are responsible for using the District's Technology Resources in a responsible manner. In general, responsible uses of District Technology Resources include, but are not limited to, uses with an instructional, educational, or administrative purpose. Use of District Technology Resources for any other purpose is not permitted. In general, irresponsible uses of District Technology Resources include, but are not limited to, any use which violates Board Policy or Administrative Regulation 4040 (Employee Use of Technology) and Board Policies 4119.21, 4219.21, and 4319.21 (Professional Standards), all of which are incorporated herein by reference.

5. Responsibilities

- A. Obligations and Responsibilities: Every User must know and adhere to the obligations and responsibilities set forth in this Agreement and in Board Policy/Administrative Regulation 4040 (Employee Use of Technology) and Board Policies 4119.21, 4219.21, and 4319.21 (Professional Standards).
- B. Confidentiality: Users shall not disclose confidential student or personnel information.
- C. Security: Effective security is a team effort involving the participation and support of every User.
- i. Users must ensure that all District Technology Resources are password-protected with strong passwords comprised of at least eight characters, including a combination of letters, mixed capitalization, numbers and/or symbols.
 - ii. Users must use a password or lock with any personal ECD which has access to District email, AERIES, or other cloud/web based resources.
 - iii. Users shall use only their own designated accounts. Users must not share or allow others to access or use their accounts for any reason.
 - iv. Users are required to keep all User ID's, passwords, and account information confidential, and shall take reasonable precautions to prevent others from obtaining this information. No District employee should ever ask Users for their passwords.
 - v. Users must log-off or lock all District computers and workstations when left unattended for any duration.
 - vi. Users shall be responsible for all inappropriate activity conducted under their accounts or User ID's.
 - vii. Attempts to circumvent the District's filtering software are strictly prohibited, and will be considered a violation of this policy.
 - viii. Users will not use any LUSD computer/mobile devices to pursue "hacking", internal or external to LUSD, or attempt to access information protected by privacy laws. "Hacking" includes, but is not limited to, deleting, copying, modifying, or forging other Users' names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.
- D. Reporting: Each User is responsible for immediately reporting to his or her supervisor or the Director of Instructional Technology any of the following:
- i. An actual or potential irresponsible use or a compromise (a breach, virus, unauthorized access, or suspected unauthorized changes, deletions, additions, or viewing) or physical damage of the District's Technology Resources.
 - ii. Users must use caution when opening email attachments received from unknown senders and should report any suspicious email attachments before opening them.
 - iii. The availability or receipt of any materials through the District's Technology Resources which the User considers offensive or inappropriate.
- E. Copyright and Licensing: Users are responsible for using software, applications, and electronic materials in accordance with copyright and licensing restrictions. The copying of software that has not been placed in the public domain is expressly prohibited by this Agreement.
- F. Internet postings: When posting on the Internet, Users are responsible for adhering to the Professional Standards set forth in District Board Policies 4119.21, 4219.21, and 4319.21.

ACKNOWLEDGEMENT

I have read, understand, and will abide by this Agreement and the District's Board Policy and Administrative Regulation 4040 (Employee Use of Technology) and Board Policies 4119.21, 4219.21, and 4319.21 (Professional Standards) when using District Technology Resources. This Agreement is effective when signed and will be maintained in my personnel file. Any subsequent changes to the Agreement will be made available to me for signature.

User Name (Full Name): _____

Signature: _____

Date: _____